Town of Milton 115 Federal St Milton, DE 19968

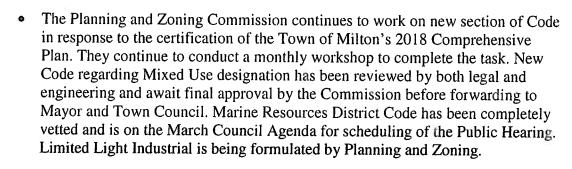
February 24, 2020

To: Mayor and Town Council

From: John R. Collier

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 1/28/2020 – 2/24/2020



- Completed multiple research requests for members of the various Boards and Commissions.
- Answer various inquiries of Commission and Board members, Town Council, Staff and clients.
- Post pertinent documents to Town's Website as required.
- Attend Town Council, Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.



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- Review has been completed by Engineering and Legal. Final draft of new language of Chapter 188 Subdivision of Land. Completion of final draft is at 100%. The documents will be further reviewed in upcoming Planning and Zoning workshops. Once vetting is complete the document along with an advisory opinion will be forwarded to Mayor and Town Council.
- Submitted to Pennoni Associates for review preliminary site plan, Submission #4 for 110 Federal Associates for the parcel located at 110 Federal Street. Comments from that review have been returned to the applicant for consideration. Awaiting applicant's response to the review.
- Submitted to Pennoni Associates for preliminary review Cannery Village Phase IV. Preliminary Subdivision approval was granted by Planning and Zoning on August 20, 2019. Awaiting submission of outside agency approvals.
- Submitted to Pennoni Associates for preliminary review on 4/29/19 Phase 6, Heritage Creek. Pennoni Associates have issued preliminary comments and awaiting response from applicant's engineering firm. Planning and Zoning issued preliminary approval with conditions. Awaiting delivery of and request for review preceding final approval.
- Submitted to Pennoni Associates for preliminary review on 5/23/19 Phase 7, Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Response has been received from applicant. Subdivision Plat has been reviewed by Planning and Zoning Commission and are to be forwarded to Mayor and Town Council for their final approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8A & 8B of Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Subdivision Plat has been reviewed by Planning and Zoning Commission and are to be forwarded to Mayor and Town Council for their final approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 9 of Heritage Creek. Review is in progress and am awaiting comments.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.
- Attended TIS (traffic impact study) meeting at DelDOT for Phoenix Holdings, LLC (Mulberry Street rezoning).

- Met with Anne Brown, newly appointed co-director of the Milton Chamber of Commerce to review Town processes for event applications and approvals.
- Met with principals of Milton Attainable Housing to discuss potential fees during development of the property once annexation has been completed.
- Met with D. Morris Office of State Planning Coordination regarding application and process for map amendments to the Comprehensive Plan.
- Met with P. Lawson of Atlantic Screen to discuss potential use of parcel located within Town Limits for storage of materials.

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Memorandum

February 24, 2020

TO: Commissioners, Historic Preservation Commission

FROM: John R. Collier, Project Coordinator

RE: Administrative approvals granted

There were 2 administrative approvals granted during the month of February 2020.

410 Federal Street

J. Donald & Judith B. Fisher

Repair Cedar Shake Roof with

Same

214 Union Street

Milton Historical Society

Conditioned crawlspace

302 Mulberry Street

Big Link tLC/ John Lynch EDW. & Margaret Duckworth

235-14.19-21.00

Storm Windows

Ursula Beaver

310 Union Street 113 Union Street Suite E

214 Union Street #10 Federal Street 112 Federal Street

Milton Historical Society J. Donald & Judith 3. Fisher Dutch Bros. LLC

235-20.07-9.00

Repair Cedar Shake roof with same

Replace wood columns in kind repair scroll work

Admin 1/22/2020

yes yes yes yes yes

12/10/2019

Admin 2/20/2020 Admin 2/17/2020 Admin12/30/19 Admin 12/16/19

repair rear Porch Roof

conditioned crawl space

235-14.19-98.00 235-20.07-67.00 235-14.19-73.01